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*Flying Operations*

**FLIGHT MANUALS PROGRAM (FMP)**

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**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 11-2, *Aircraft Rules and Procedures* and defines the USAF flight manual program (FMP). This instruction interfaces with AFD 10-9, *Lead Operating Command Weapon Systems Management*; AFD 21-3, *Technical Orders*; and T.O.s 00-5-1, 00-5-2, 00-5-3, 00-5-15, and 00-5-19. This instruction applies to all major commands (MAJCOMs) Operations Directorates, Air Logistic Center/Product Center Single Managers and Technical Order Managers, unit level T.O. distribution activities, flight manual managers and flight crewmembers who manage, prepare, review, approve, distribute, or use flight manuals. See paragraph 1.6. of this instruction for guidance on submitting comments and suggesting improvements to this publication. Maintain all records created as a result of processes prescribed by this instruction according to AFMAN 37-139, *Records Disposition Schedule*. This instruction is affected by the paperwork Reduction Act of 1974 as amended in Aug 1998.

The Privacy Act of 1974 affects this instruction. The Privacy Act System Number F011 AF XO A, Air Force Operations Resource Management Systems (AFORMS) covers required information. The authority for maintenance of the system is Title 37 U.S.C. 301a (Incentive Pay), Public Law 92-204, Section 715 (Appropriations Act for 1973), Public Laws 93-570 (Appropriations Act for 1974), 93-294 (Aviation Career Incentive Act of 1974), and Executive Order 9397.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

Prescribed AF Form 847 is revised.

**Chapter 1— GENERAL INFORMATION**

1.1. General. ....	4
1.2. Applicability. ....	4
1.3. Terms Explained. ....	4

1.4. Deviations and Waivers. ....	4
1.5. Supplements. ....	4
1.6. Improvement Recommendations. ....	4
<b>Chapter 2— FLIGHT MANUAL PROGRAM (FMP) PUBLICATIONS</b>	<b>5</b>
2.1. General. ....	5
2.2. Responsibilities. ....	5
2.3. FMP Publications. ....	5
2.4. Scroll and Automated Checklists. ....	7
2.5. Supplemental Flight Manuals ....	7
2.6. Commercial Aircraft Flight Manuals. ....	7
<b>Chapter 3— FLIGHT MANUALS EXECUTIVE STEERING GROUP (FMESG)</b>	<b>8</b>
3.1. General. ....	8
3.2. USAF Flight Manual Program Manager. ....	8
3.3. Meetings. ....	8
3.4. Membership. ....	8
3.5. Voting. ....	8
3.6. Action Items. ....	8
<b>Chapter 4— HQ AFMC RESPONSIBILITIES</b>	<b>10</b>
4.1. HQ AFMC/DO: ....	10
4.2. HQ AFMC/DOO: ....	10
<b>Chapter 5— AIR LOGISTIC CENTER (ALC)/PRODUCT CENTER (PC) RESPONSIBILITIES</b>	<b>11</b>
5.1. Single Managers (SMs)/System Program Directors (SPDs) and Technical Order Managers (TOMs) will: ....	11
5.2. Flight Manual Managers Responsibilities: ....	11
5.3. Flight Manual Review Conference (FMRC) ....	13
Table 5.1. FMRC Schedule of Events. ....	14
<b>Chapter 6— MAJCOM RESPONSIBILITIES</b>	<b>15</b>
6.1. General Responsibilities. ....	15
6.2. MAJCOMs: ....	15
6.3. Lead MAJCOMs: ....	16

<b>AFI11-215 11 July 2001</b>	<b>3</b>
<b>Chapter 7—FLIGHT CREWMEMBER RESPONSIBILITIES</b>	<b>17</b>
7.1. General: .....	17
<b>Chapter 8—ELECTRONIC FLIGHT MANUALS AND DIGITAL DATA</b>	<b>18</b>
8.1. General .....	18
8.2. Personal copies of flight manuals .....	18
8.3. Unit commanders will determine .....	18
8.4. MAJCOMs will establish policy .....	18
<b>Chapter 9—RECOMMENDING FMP PUBLICATION IMPROVEMENTS</b>	<b>19</b>
9.1. General .....	19
9.2. Processing Routine AF Forms 847. ....	19
9.3. Emergency Generated AF Forms 847: .....	20
Table 9.1. Critical Safety Hazard Notice Message Routing. ....	20
9.4. Safety Generated AF Form 847. ....	20
<b>Chapter 10—RECOMMENDING AIR FORCE PUBLICATION IMPROVEMENTS</b>	<b>22</b>
10.1. General .....	22
10.2. Processing AF Forms 847. ....	22
<b>Chapter 11—LOCAL FLIGHT MANUAL PROGRAM PROCEDURES</b>	<b>23</b>
11.1. General. ....	23
11.2. Local Operating Procedures. ....	23
11.3. Form Prescribed .....	23
<b>Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>	<b>24</b>
<b>Attachment 2—AF FORM 847 ROUTING PROCESS</b>	<b>26</b>
<b>Attachment 3—INSTRUCTIONS FOR COMPLETING AF FORM 847</b>	<b>27</b>
<b>Attachment 4—FMP PUBLICATION CHANGE PRODUCTION SCHEDULE</b>	<b>29</b>

## Chapter 1

### GENERAL INFORMATION

**1.1. General.** HQ AFMC/DO is appointed the executive agent for flight manuals and is responsible for program management, guidance, policy and procedures. This instruction establishes procedures and standards for personnel to manage and use USAF flight manuals to operate or maintain aircraft. It includes information for the use of Air Force Form 847, **Recommendation for Change of Publication**.

**1.2. Applicability.** This AFI applies to all MAJCOMs (and subordinate levels), Direct Reporting Units (DRUs), Field Operating Agencies (FOAs), logistic/product centers, flight manual managers (FMMs), commanders and flight crewmembers who manage, prepare, review, approve, distribute or use flight manuals. For the purpose of this instruction, the ANG functions similar to a MAJCOM.

#### 1.3. Terms Explained.

1.3.1. “Will” and “Shall” indicate a mandatory requirement.

1.3.2. “Should” is normally used to indicate a preferred, but not mandatory, method of accomplishment.

1.3.3. “May” indicates an acceptable or suggested means of accomplishment.

1.3.4. “Note” indicates operating procedures, techniques, etc., that are considered essential to emphasize.

**1.4. Deviations and Waivers.** Do not deviate from the policies and guidance in this AFI unless necessary to prevent personnel injury or weapon system damage or the situation requires immediate attention.

1.4.1. The flight manual always takes precedence over other sources containing conflicting data. Report all deviations or exceptions, without waiver, through the MAJCOM Standardization/Evaluation function.

1.4.2. Waiver authority for the content of this document is HQ AFMC/DO.

**1.5. Supplements.** This instruction is a basic directive. MAJCOMs, FOAs, DRUs or operational theater commanders may supplement this instruction according to AFD 11-2, *Aircraft Rules and Procedures*. Limit supplement information to unique MAJCOM or MDS requirements.

1.5.1. Coordination Process. Forward a copy of MAJCOM approved supplements to HQ AFMC/DOO, 4375 Chidlaw Ave, Suite 143, Wright Patterson AFB OH 45433-5006.

**1.6. Improvement Recommendations.** Send suggested improvements with comments to this instruction on AF Form 847 through MAJCOM channels to HQ AFMC/DOO, 4375 Chidlaw Rd, Suite 143, Wright Patterson AFB OH 45433-5006.

## Chapter 2

### FLIGHT MANUAL PROGRAM (FMP) PUBLICATIONS

**2.1. General.** The following manuals are governed by this instruction: Basic Flight Manuals (-1 series), Air Refueling Procedures (1-1C-1 series), Basic Weight Checklist and Loading Data (-5 series), Functional Check Flight (-6CF series), Cargo Aircraft Loading Manuals (-9 series), Cargo Aircraft Nuclear Weapon Loading (-16 series), Nuclear Weapon Delivery (-25 through -31 series), Non-nuclear Munitions Delivery (-34 series) and Mission Operation (-43 series).

#### 2.2. Responsibilities.

2.2.1. Single Managers (SMs)/System Program Directors (SPDs) of military aircraft acquisition programs will:

2.2.1.1. Establish a FMP when setting up a TO Management Agency (TOMA, T.O. 00-5-1).

2.2.1.2. Assign a FMM to manage the FMP for the life of the aircraft program.

2.2.1.3. When two FMMs are assigned, one at the Product Center (PC) during acquisition and one at the Air Logistics Center (ALC) for life cycle management under the Integrated Weapon System Management (IWSM) concept, establish procedures to ensure FMP direction is coordinated and FMP records are maintained for the life of the program.

2.2.1.4. Ensure flight manuals for which the SM is responsible are addressed in the Mission Design Series (MDS)/weapon system-specific Comprehensive Air Force Technical Order Plan (CAFTOP) annex. Use CAFTOP data to report flight manual currency metric on a quarterly basis.

2.2.1.5. Ensure flight test programs contain adequate instructions to gather data for flight manuals. See MIL-PRF-7700F, *Performance Specification, Flight Manuals and Abbreviated Checklists* for requirements.

2.2.1.6. Ensure all program elements (engineering, logistics, funding, etc.) support the FMP and its schedule ([Attachment 4](#)).

#### 2.3. FMP Publications.

2.3.1. The minimum print quality for all FMP publications is Level III (Good Quality), as described in the *GPO Agency Procedural Handbook* (GPO Publication 305.1). These products require above average materials, printing, workmanship, quality control and commensurate production time. Products of this level require clean, sharp printing of single, or multi-color work (general process color work) and halftone reproductions up to 150-line screen. Above average quality of the original copy, films, composition, reproduction proofs and typography standards are required to ensure the accuracy, durability and appearance of the finished printed product.

2.3.2. Only the ALC or PC-assigned FMM may change, delete, and rearrange information or procedures in assigned FMP publications, operational and safety supplements, T.O. change(s) and revisions as specified in T.O. 00-5-1 and 00-5-2.

2.3.3. A change or revision is the preferred method for updating flight manual publications. However, if a formal supplement is the most expeditious and logical way to provide critical information to the field, FMMs may issue the formal supplement(s) with the concurrence of the lead and using com-

mands. Hold supplemental write-in changes to an absolute minimum. Incorporate, supersede or rescind supplements as soon as practical, but not later than one year from date of issue. If the lead MAJCOM and FMM deem that a supplement should remain past the one-year time limit, notify HQ AFMC/DO and USAF/ILMM.

2.3.4. Only use a supplement to update the basic publication. Do not use supplements to update information or procedures in a previous supplement.

2.3.5. Formal supplements affecting procedural checklists will contain temporary checklist pages.

2.3.6. Interim supplements affecting flight crew checklists will authorize write-in changes to the affected checklist.

2.3.7. Replace interim supplements affecting flight crew checklists with formal supplements containing temporary checklist pages. Publish a formal supplement or change and complete ID within 40 calendar days after dispatch of the interim supplement. The FMM will coordinate with lead MAJCOM before deciding whether to formalize an interim supplement. That decision may depend on whether a formal change is near the publishing stage of development.

2.3.8. For supplements affecting scroll checklists, maintenance or aircrew will make write-in changes on scroll checklists prior to use as directed by the supplement.

**NOTE:** Do not use automated checklists affected by interim supplement changes until revised.

2.3.9. All FMP interim or formal supplements will include a status page or a paragraph listing all current supplements outstanding against affected manual and checklist.

2.3.10. If crews use the flight manual in flight, the Emergency Procedures section will only be updated using a formal change. The time to publish the change will be the same as a formal supplement.

2.3.11. Unless authorized in MDS-specific AFI or by the FMM, do not integrate/combine checklists derived from different flight manuals to form single checklists.

2.3.11.1. Unit developed checklists (e.g., fanfold, local checklists, etc.) will not be used in lieu of flight crew checklists unless authorized in the AFI 11-2MDS-specific volumes or approved by the MAJCOM Stan/Eval and the MDS FMM. As a minimum, these checklists will contain all items (verbatim and in order, unless specifically addressed in the basic flight manual) listed in the applicable checklists. These checklists will reflect the same change number, change date and applicable supplement numbers as the flight crew checklist for configuration control.

2.3.11.2. MAJCOMs may authorize crewmembers not to carry specific sections of aircraft, weapons or refueling manuals and flight crew checklists that do not apply to unit MDS weapons systems or equipment. Crewmembers will maintain these sections as directed by MAJCOM Stan/Eval.

2.3.11.3. MAJCOMs may add more restrictive items to flight crew checklists to enhance training, tactical operations or special operations. Send copies of these items to the FMM and review at the next Flight Manual Review Conference (FMRC).

2.3.12. MAJCOMs may authorize units to withhold supplements that do not apply to the aircraft they operate. If MAJCOMs use this authorization it will be identified in MAJCOM supplement.

2.3.13. Flight crewmembers will make write-in references to each affected paragraph in flight manuals to direct attention to current supplements. Make write-in changes to checklists as specified in the interim supplement in full, if practical.

2.3.14. Flight crewmembers may make notes in their individually assigned flight manuals and checklists.

**2.4. Scroll and Automated Checklists.** FMMs may develop and issue scroll or automated checklists using official T.O. revisions or supplements to help complement the basic and functional check flight manuals.

**2.5. Supplemental Flight Manuals :**

2.5.1. FMMs will develop classified flight manuals and checklists according to MIL-PRF-7700F.

2.5.2. FMMs will develop supplemental flight manuals and checklists for aircraft modifications intended to be permanent according to MIL-PRF-7700F. These manuals and checklists complement the basic flight manual and are incomplete without it.

2.5.3. As part of the formal flight test plan, MAJCOMs may develop interim modification flight manuals and checklists outside the formal T.O. development system.

2.5.3.1. These manuals and checklists provide operating instructions and information for a small number of aircraft modified for engineering and flight testing.

2.5.3.2. Only information and procedures resulting from the modification is needed since a standard flight manual is required for the aircraft.

2.5.3.3. MAJCOMs who conduct formal flight testing will establish procedures for developing these manuals.

**2.6. Commercial Aircraft Flight Manuals.** Commercial aircraft (which have been certified by the Federal Aviation Administration (FAA)) which are procured (to included leased aircraft) by the USAF under Federal Acquisition Regulation (FAR), Part 12 may utilize manufacturer provided flight manuals, including checklists, provided the provisions of Department of Defense (DoD) Military Handbook (MIL-HDBK) 1221, *Evaluation of Commercial Off-The Shelf (COTS) Manuals* have been met. The provisions of this instruction apply to COTS operated aircraft.

## Chapter 3

### FLIGHT MANUALS EXECUTIVE STEERING GROUP (FMESG)

**3.1. General.** The FMESG is a working level group that reviews and approves all Air Force policy and guidance relating to the Flight Manual Program. Additionally, the Group reviews MAJCOM requirements, management objectives, FMP specifications, and timeliness of FMP publications, problem areas and FMP plans.

**3.2. USAF Flight Manual Program Manager.** The USAF Flight Manual Program Manager (FMPM) is appointed by HQ AFMC/DO. The USAF FMPM chairs the FMESG and represents the group at the Centralized Technical Order Management (CTOM) Committee.

**3.3. Meetings.** The FMESG will meet annually (as determined by the USAF FMPM) or as deemed necessary by its members.

**3.4. Membership.** Members of the FMESG include the Lead Weapon System Flight Manual Mangers and MAJCOM, DRU and FOA representatives from:

HQ ACC	HQ AMC
HQ AFMC	HQ PACAF
HQ AFSOC	HQ USAFE
HQ AETC	HQ AFSPC
ANG	HQ AFRC
34 OG (USAF)	

3.4.1. Representatives from the ALC/PC will be the Lead Weapon System Flight Manual Manager from the Weapon System Program Office.

3.4.2. Representatives from each MAJCOM, DRU or FOA will normally be from the standardization/evaluation function under the Directorate of Operations.

3.4.3. Other activities may participate as required in the FMESG on a non-voting basis to address specific issues.

**3.5. Voting.** FMESG decisions are made using a majority voting system, with one vote per MAJCOM and the lead weapon system FMM. Voting is limited to those MAJCOMs or weapon system FMMs that are affected by the issue being voted upon. All members may vote for issues, which affect all MAJCOMs and weapon systems. The FMPM together with the lead MAJCOM for the affected weapon system or lead weapon system FMM will resolve split decisions (if required).

**3.6. Action Items.** Any individual or agency that develops, acquires or uses flight manuals may submit suggested action items through the parent MAJCOM FMESG representative. Suggested action items include a statement of the problem or initiative, the suggested corrective action or approach, previous action taken by the initiator to correct the problem, and the initiator's name/unit of assignment. The group



representative will validate the action item, provide any previous actions to correct the situation, determine resources available to work the problem and note any anticipated benefits, costs and effects of other T.O. system users. The parent MAJCOM FMESG representative will submit the action items to AFMC/DOO who will present the issue to the next CTOM. MAJCOM FMESG members will ensure their MAJCOM CTOM representatives are aware of the proposed action item prior to the next CTOM. MAJCOM CTOM representatives are listed in T.O. 00-5-1.

## Chapter 4

### HQ AFMC RESPONSIBILITIES

#### 4.1. HQ AFMC/DO:

- 4.1.1. Appoint the USAF Flight Manuals Program Manger.
- 4.1.2. Provide operational senior officer oversight to the FMP. Receives updates and reports from the FMPM as required. Review and certify the minutes of all FMESG meetings.

#### 4.2. HQ AFMC/DOO:

- 4.2.1. Together with the FMESG, develop and implement policy and guidance for the Air Force FMP and coordinate policies affecting T.O. System policies with the CTOM and HQ USAF/ILMM.
- 4.2.2. Approve or disapprove MAJCOM requests for waivers or exceptions to this instruction.
- 4.2.3. Coordinate FMP management with the DoD and other federal agencies.
- 4.2.4. Act as arbitrator and approving official for unresolved FMP issues.
- 4.2.5. Maintain a single source Internet accessible web page for all flight manual issues. This page is labeled the USAF Flight Manuals homepage at: <https://flightmanuals.wpafb.af.mil>. The Flight Manuals homepage will contain the following:
  - 4.2.5.1. Current listing of FMMs (by MDS) to include e-mail, DSN and ALC office symbol.
  - 4.2.5.2. Current listing of all MAJCOM Flight Manual Program Managers to include e-mail and DSN.
  - 4.2.5.3. Current listing of scheduled FMRC. Minutes of previous meetings may be included at the discretion of the FMM.
- 4.2.6. Annually, NLT 15 February, prepare and send a listing of FMMs and a listing of aircraft by MDS operated by each MAJCOM and FOA, to AFSC/SEF, each MAJCOM or FOA POC and each FMM. This requirement is only for MDS aircraft not listed on the flight manual home page. Include the name, grade, weapon system, office symbol, address, and DSN number for each FMM on the listing. This information will also be made available on the USAF Flight Manuals homepage.
- 4.2.7. Establish approval and control procedures for flight manuals and checklists for experimental, engineering, flight test and special mission aircraft (see paragraph [2.5.3](#)).
- 4.2.8. Identify specialized engineering and technical support centers for the FMMs.

## Chapter 5

### AIR LOGISTIC CENTER (ALC)/PRODUCT CENTER (PC) RESPONSIBILITIES

#### 5.1. Single Managers (SMs)/System Program Directors (SPDs) and Technical Order Managers (TOMs) will:

5.1.1. Appoint individual FMMs who are technically qualified (preferably engineers) with military aircrew experience for flight manuals (reference paragraph 2.1.) and/or prior experience as an FMM.

5.1.1.1. It is desired that the chief of an organizational element assigned engineering responsibility for FMMs should have military rated aircrew experience (pilot, navigator or electronic warfare officer) with an engineering degree. Experience as a FMM can satisfy this requirement.

5.1.2. Notify HQ AFMC/DOO when there is a change in FMM, the assigned aircraft changes or if FMM identification data changes with name, grade or rank, office symbol, DSN and commercial phone numbers, e-mail address, FAX number, aircraft MDS, and assigned T.O. number(s) and/or series as applicable.

5.1.3. Notify the 46 TS/OGET (DSN 872-3527, extension 6648) Eglin AFB FL of any pending changes affecting aircraft performance to update the Flight Performance Model.

5.1.4. Ensure FMMs attend the FMESG meetings as directed by this instruction.

5.1.5. Product and Air Logistics Center commanders must ensure proper support for the FMP from all Center elements. This includes developing procedures to ensure commodity managers and SMs coordinate proposed modifications that impact the Flight Manuals with the FMM office. Rapid and timely printing support of FMP publications is essential for flight safety.

5.1.6. The SM or ALC TOM responsible for a military aircraft system's T.O.s must establish procedures to ensure the FMM is notified of all T.O. updates that could affect FMP publications. The office with administration management responsibility for FMP publications will:

5.1.6.1. Establish printing priorities for FMP publications by coordination with the FMM and the base information management directorate. Give special attention to priorities and time limits for safety and operational supplements.

5.1.6.2. Track the production of all FMP publications through the entire publication cycle.

5.1.6.3. Establish procedures so crewmembers do not operate new or modified equipment or aircraft, without proper companion technical data according to T.O. 00-5-1 and T.O. 00-5-15.

#### 5.2. Flight Manual Managers Responsibilities:

5.2.1. Manage the technical content, format and accuracy of assigned FMP publications as defined below and specified in MIL-PRF-7700F, AFPD 21-3, T.O.s 00-5-1, 00-5-3 and 00-5-15 and 00-5-19.

5.2.2. Coordinate with the TOM for FMP contracting, funding, numbering, printing, distribution and indexing.

5.2.3. Ensure overall compliance with policies and procedures established by HQ USAF/ILM; HQ AFMC/DOO; the Director, Nuclear Weapons Product Support Center, AF Air Armament Center (AAC/WNE, Eglin AFB FL, 32542); AF Air Armament Center (AAC/XR, Eglin AFB FL, 32542)

(for non-nuclear weapons); and the Life Support System Program Director (311 HSW/YA, Brooks AFB TX, 78235).

5.2.4. Participate in the T.O. Planning and Requirements Conference, Guidance Conference, In Process Reviews (IPRs), preliminary and critical design reviews, pre- and post-publication reviews, Flight T.O. Review Boards (FTORBs) and other acquisition functions to develop and maintain technical competence on their military system.

5.2.5. Determine requirements for new and updated FMP publications through coordination with using commands.

5.2.6. Comply with schedules in [Attachment 4](#). Support aircraft test and delivery schedules.

5.2.7. Send requests for deviation or waiver of FMP T.O. specification requirements to lead command for coordination and MSG/MMF for approval (information copy to the USAF FMPM and HQ USAF/ILMM).

5.2.8. Maintain permanent records of all approved waivers and deviations to FMP T.O. specifications for the life cycle of the MDS.

5.2.9. When lead command approves the use of commercial manuals, maintain a permanent copy of the approval letter or document for the life cycle of the MDS (see paragraph [2.6](#)).

5.2.10. Monitor FMP publications and other program T.O.s affecting the FMP for compatibility. Advise the USAF FMPM of all potential conflicts in FMP policy or specification.

5.2.11. Postpone minor correction/updates to FMP not affecting operations or safety until a major change or revision.

5.2.12. Submit FMP publications and updates for publishing and distribution (see [Attachment 4](#)). Notify using commands and the USAF FMPM of delays citing the reason for delay and include new schedule dates.

5.2.13. Issue an updated supplement concurrently with a change or revision when the change or revision contains part of that existing supplement. This will ensure that the revised supplement matches the revised data that was changed by the change or revision.

5.2.14. Ensure concurrent distribution of changes and revisions affecting flight manuals, associated checklists and any associated manuals.

5.2.15. Process safety and operational supplements as follows:

5.2.15.1. Issue an interim safety or operational supplement (if required) within 48 hours after receiving lead/using command and ALC/PC engineering (if required) validation and approval. If no reply is received by using commands within 48 hours, then lead and the FMM will consider the supplement approved.

5.2.15.2. Ensure initial distribution (ID) of formal safety or operational supplements, not preceded by interim supplements, within 15 calendar days of a validated requirement.

**NOTE:** ID is "complete" on the date material is placed in the mail or transmitted.

5.2.15.3. Requests issuance of formal supplements, changes or revisions to replace interim supplements affecting checklists after validating the contents of the interim supplement.

5.2.16. Ensure FMP publication changes or supplements associated with Time Compliance Technical Orders (TCTOs) are distributed before or concurrently with the TCTO publication, but not later than delivery or modification of the first aircraft affected. The FMM will coordinate with the TOM to ensure concurrent delivery of manuals and associated checklists, supplements and TCTOs. The following options must be considered:

5.2.16.1. Obtain guarantee of concurrent delivery from the print contractor through Defense Automated Printing Service (DAPS).

5.2.16.2. If DAPS cannot guarantee, obtain guarantee and printing support from on-base printing facilities.

5.2.16.3. If neither is feasible, request a direct-deal printing contract with a vendor.

5.2.17. Establish a Quality Assurance (QA) program to inspect and approve reproduction media and printed or electronic copies of publications before distribution (e.g., inspection of the first article of a publication print run). Note: The QA program usually operates through Memoranda of Agreement or Understanding between the FMMs organization and the inspecting agency.

5.2.18. Determine the need for, schedule and chair a FMRC for each assigned publication.

5.2.19. Ensure funding is available for administrative requirements (reproducible copies of FMP publications) before convening an FMRC.

5.2.20. Coordinate all aerial refueling manual changes with the C/KC-135 and KC-10 FMM. To ensure standardization of aerial refueling procedures accomplish coordination prior to finalizing any changes.

### **5.3. Flight Manual Review Conference (FMRC) :**

5.3.1. The FMM for a weapons system will act as the chairperson for the FMRC for that weapon system and will conduct an FMRC at least annually unless using commands agree to delay. Notify the USAF FMPPM of all scheduled FMRC dates and, if applicable, any proposed rescheduled dates.

5.3.2. FMRC Agenda:

5.3.2.1. Develop an agenda to include a review of all AF Forms 847, service bulletins, Operations Manual Bulletins, FAA Airworthiness Directives, Temporary Revisions and like data (ref. T.O. 00-5-1) that apply to the FMRC directed weapon system.

5.3.2.2. Notify FMRC participants, including AFMC/DOO, USAF FMPPM and using commands of the proposed FMRC date 90 days prior to the scheduled FMRC.

5.3.2.3. Send copies (or make available electronically) all proposed agenda items no later than 30 days prior to the scheduled FMRC start date. Notify additional (supporting) FMRC participants, as necessary, to include aircraft manufacturer, engineering support, publishing contractor, Air Force Safety Center.

5.3.2.4. Agenda items from the field are due to the FMM 60 days prior to the scheduled FMRC. Items received after this time will be addressed at the end of the FMRC as "additional items." Additional items may or may not be included in the subsequent change depending on completion of engineering analysis or other required actions.

**Table 5.1. FMRC Schedule of Events.**

<b>Notification</b>	<b>Solicit Agenda Items</b>	<b>Publish Agenda</b>	<b>Publish Minutes</b>
Notify participants of proposed FMRC 90 days prior to scheduled date.	Proposed agenda items due to the FMM 60 days prior to scheduled date.	30 days prior to scheduled FMRC start date.	30 days after completion of FMRC.

5.3.3. Ensure all mishap reports affecting the FMRC MDS aircraft are reviewed for flight manual and checklist deficiencies.

5.3.4. Publish and forward minutes of the FMRC within 30 days to AFMC/DOO and all attendees, to include a listing of all AF Forms 847 considered with their final disposition. Using commands and other agencies will access FMRC minutes through the USAF Flight Manuals homepage, or will contact the FMM if the minutes contain sensitive or protected data.

## Chapter 6

### MAJCOM RESPONSIBILITIES

**6.1. General Responsibilities.** Using commands (including FOAs/DRUs) will ensure personnel comply with this instruction, AFD 21-3, T.O.s 00-5-1, 00-5-2 and 00-5-3. Each command and FOA/DRU (as required) will assign a primary and alternate flight manual program manager for the command. In addition to being the single point for flight manuals issue for that command, that individual (and alternate) will also serve as primary and alternate voting member of the FMESG (reference [Chapter 3](#)). Forward this information to AFMC/DOO for inclusion on the USAF Flight Manuals homepage whenever personnel change.

#### 6.2. MAJCOMs:

6.2.1. Publish a listing containing the MAJCOM POC for each MDS that command operates. Forward this listing to HQ AFMC/DOO for inclusion on the USAF Flight Manuals homepage. Include the name, e-mail and DSN. Additionally, each MAJCOM (and subordinate level) will establish a generic DMS e-mail account address for receiving FMP information. An example of an organizational mailbox account is: <mailto:hqafmcflightmanuals@wpafb.af.mil>.

6.2.2. Establish procedures for processing AF Form 847 according to [Attachment 2](#) and the following instructions:

6.2.2.1. Ensure procedures prevent forwarding of duplicate AF Forms 847.

6.2.2.2. Ensure the originator is informed of the disposition of each AF Form 847 at each level of the approval process.

6.2.3. Ensure FMP publications are maintained in the highest state of currency and accuracy including the evaluation of assigned publications according to AFI 11-202V2, *Aircrew Standardization/Evaluation Program*.

6.2.4. Ensure FMP publications are readily available to meet all aircrew and mission requirements. MAJCOMs will comply with the following instructions:

6.2.4.1. Establish procedures for the accounting and issue to flight crewmembers on active flying status of personal copies of needed FMP publications and required binders. Do not issue new FMP publications until in receipt of all associated basic and abbreviated checklist changes.

6.2.4.2. Establish internal distribution procedures for FMP publications, including interim safety and operational supplements, so that flight crewmembers have all changes and revisions affecting required flight manuals, checklists and any associated manuals before participating in flight operations.

6.2.4.3. Establish procedures for periodic reviews to ensure currency of flight crewmembers' FMP publications.

6.2.5. Establish procedures to ensure maintenance personnel use the proper sections of flight manuals and flight crew checklists to operate aircraft systems and engines during ground maintenance operations.

6.2.6. Provide representative(s) and identify who has the authority to act for the command at FMESG conferences and FMRCs for command operated aircraft.

6.2.7. Conduct a command analysis of applicable FMP publications, including nuclear weapon and non-nuclear munitions delivery manuals, for each FMRC. Send recommendations to the FMM a minimum of 60 calendar days before scheduled FMRCs, or when the FMM requests.

**NOTE:** Non-MAJCOM reviewed AF Form 847 (i.e., walk ins) may be considered at the FMRC after all agenda items are covered.

6.2.8. Identify to the FMM any unique requirements needed for the flight manual or checklist, (e.g., use of Kimdura type paper) at least 60 calendar days before the FMRC.

6.2.9. Establish procedures in the command supplement to this instruction to identify publication problems that are not reported by an AF Form 847, such as word omissions, typographical, printing or quality errors.

6.2.10. MAJCOM Stan/Eval functions may withhold the immediate release of updates, to FMP publications, excluding interim or safety supplements, until the updates are available to all crewmembers on weapons system within their command.

### **6.3. Lead MAJCOMs:**

6.3.1. Are advocates for their assigned flight manuals and must respond to issues addressing status and use. Advocacy includes planning, programming, and budgeting for designated flight manuals. Lead commands will:

6.3.1.1. Fund flight manuals needed by all using commands.

6.3.1.2. Ensure all assigned flight manuals for which the SM is responsible are addressed in the MDS/weapon system-specific CAFTOP annex and associated T.O. Information Spreadsheet (TOIS).

6.3.1.3. Prioritize identified flight manual requirements with using commands in the yearly Technical Order Requirements Plan (TORP). The TORP translates the SMs/SPD CAFTOP Annex and TOIS into a year-by-year summary of requirements through the Future Years Defense Plan (FYDP). This prioritization will take into account both the availability of funding and how the allocation of funding impacts lead and using command war-fighting capabilities.

6.3.1.4. Determine the relative priority of out-of-cycle requirements submitted outside of the TORP process with using commands and whether or not it will be funded.

6.3.1.5. Coordinate with all affected MAJCOMs prior to approving changes to aerial refueling procedures for publication.

6.3.1.6. Consolidate and forward all using MAJCOM routine and emergency AF Form 847 concur/non-concur responses to the FMM and affected MAJCOM(s).



## **Chapter 7**

### **FLIGHT CREWMEMBER RESPONSIBILITIES**

#### **7.1. General:**

7.1.1. Flight crewmembers will:

7.1.2. Follow FMP publications, authorized supplements and associated checklists during aircraft operations.

7.1.3. Keep personal flight manuals and checklists current.

7.1.4. Recommend FMP publication changes on AF Form 847.

## Chapter 8

### ELECTRONIC FLIGHT MANUALS AND DIGITAL DATA

**8.1. General** . Approval of electronic viewing devices and use of specific digital data formats for inflight viewing will be delegated to MAJCOM/DO through the Stan/Eval function.

8.1.1. Approval for in-flight use of any type of personal electronic device (PED)/personal flight manual device (PFMD) for viewing flight manuals (including checklists) in flight (laptops, palm pilots, etc.) will be obtained prior to use. These devices must be certified and approved in accordance with AFI 11-202V3, *General Flight Rules*.

8.1.2. MAJCOMs who elect to permit the use of a PED/PFMD for displaying flight manual information will forward to HQ AFMC/DOO the following information:

8.1.2.1. The flight manual (or checklists) which will be formatted for PED/PFMD display and crew position who will use the device.

8.1.2.2. The manufacturers name and model number of the PED/PFMD.

8.1.2.3. Even though use of PED/PFMD is authorized for displaying flight manual information, applicable paper flight manuals will be available on the aircraft to ensure data redundancy (in case of viewing device failure) until an approved Air Force PFMD (or e-tool) is acquired for use. In this case, MAJCOMs will establish procedures to ensure paper copies are properly maintained and posted.

8.1.2.4. When dual paper and digital flight manual media exist, these media will be released concurrently by the FMM to all users to avoid data mismatch or obsolescence. If the FMM is unable to release both types of media concurrently, then using commands will be notified.

8.1.3. When approving digital data for inflight use, MAJCOMs must consider whether human factors/human effectiveness issues have been addressed in the electronic display for a specific data format and limit use where appropriate.

**8.2.** Personal copies of flight manuals may either be paper or digital copies as long as compliance with this chapter is met.

**8.3.** Unit commanders will determine the proper mix of paper and digital flight manual copies. Sufficient paper flight manual copies must be available for mission planning (commensurate with available computer viewing resources), in-flight operations and personal study.

**8.4.** MAJCOMs will establish policy to ensure printing complete flight manuals from the digital file is limited to a case-by-case basis to prevent configuration control problems and minimize excessive printing cost. Printing small quantities of replacement pages is encouraged in lieu of requisitioning the entire flight manual. Any local printing will be accomplished using print qualities as outlined in para [2.3.1](#).

## Chapter 9

### RECOMMENDING FMP PUBLICATION IMPROVEMENTS

**9.1. General .** Configuration control of a weapon system is managed by the weapon system SM or SPD. The SM/SPD has ultimate approval authority for changing flight manual content. Submit recommended changes and improvements to FMP publications on AF Form 847 according to the procedures below. Submit emergency reports for conditions that require immediate correction to prevent fatality, serious injury to personnel, extensive damage to property or a reduction in operational posture. Submit routine reports for conditions that are potentially hazardous from prolonged use, have negative effects on operational efficiency, reduce operational life or general service use of equipment. Do not use the AF Form 847 to call attention to word omissions, typographical, printing or quality errors usually corrected during scheduled reviews unless they cause misinterpretation.

#### **9.2. Processing Routine AF Forms 847.**

9.2.1. Submit and process all AF Forms 847 through MAJCOM channels as outlined in their supplement to this instruction, in accordance with routing as outlined in [Attachment 2](#) and in compliance with the instructions in [Attachment 3](#). Units will submit AF Form 847s electronically to the maximum extent possible.

9.2.2. Authority for disapproving a unit-submitted AF Form 847 rests with the parent MAJCOM. All disapproved recommendations will be returned to the unit with justification annotated on the AF Form 847 stating the reason for the disapproval.

9.2.3. Using MAJCOMs have 30 days to comment on AF Form 847 suggestions. Comments on the AF Form 847 suggestions will be forwarded to the lead command. Lead command will consolidate all using MAJCOM recommendations and forward to the MDS FMM and all using commands. Any MAJCOM disagreements will be resolved at the next FMRC.

9.2.4. When the AF Form 847 reaches the FMM, they will hold the recommendation for the next FMRC, forward to the MDS ALC engineering function for review (if required), publish the recommendation if all using MAJCOMs have approved the change or disapprove the recommendation. For those AF Forms 847 disapproved at the FMRC or by an engineering review conducted by an ALC MDS engineering function, the FMM will annotate the justification for disapproval and return the form to the submitting MAJCOM.

9.2.5. The FMM will notify the submitting MAJCOM of the disposition of all AF Forms 847 either by e-mail or in the minutes of the FMRC.

9.2.6. Except for those weapon systems for which the ANG is lead command, all ANG units must send routine AF Form 847 to their gaining MAJCOM Stan/Eval office through the numbered Air Force (NAF) (or its equivalent), as outlined in the MAJCOM supplement. Information copies will be sent to ANG/DO, 1411 Jefferson Davis Highway, Arlington, VA, 22202

9.2.7. Individuals should not submit an AF Form 1000, IDEA Application, in conjunction with changes to flight manuals. Submitting this form to change flight manuals may delay processing of valid recommended changes. This action may result in potentially hazardous condition, inefficient operational practices, or reduced equipment life. Individuals desiring recognition through the Air

Force Suggestion Program may submit a confirmatory suggestion (after-the-fact) in accordance with AFI 38-401, paragraph 2.2.2.

### 9.3. Emergency Generated AF Forms 847:

9.3.1. Submit an emergency AF Form 847 in the same manner as with routine submission. Mark the “yes” under block 5 of the AF Form 847. Route emergency AF Forms 847 as in [Table 9.1](#). Forward information copies as with Routine AF Forms 847.

9.3.1.1. The initiating unit will send the emergency AF Form 847 to its MAJCOM (or FOA), with an information copy to the MDS FMM.

9.3.1.2. Originating MAJCOM/FOAs/DRUs or MAJCOMs/FOAs receiving emergency AF Forms 847 from subordinate units, must send approved emergency AF Forms 847 to the weapon system FMM, AFSC/SEF and all using MAJCOMs/FOAs/DRUs operating the same aircraft within 48 hours after receiving the original submission. Other affected MAJCOMs/FOAs/DRUs must send their concurrence or comments to the FMM (with information copies to the submitting MAJCOM and AFSC/SEF) within 48 hours after receipt.

9.3.1.3. The originating MAJCOM/FOA/DRU must send disapproved or downgraded (to routine) emergency AF Forms 847 (including justification for disapproval/downgrading) to the initiating unit, the FMM, AFSC/SEF and other using MAJCOMs. The originating MAJCOM/FOA/DRU must process downgraded AF Form 847 as routine.

9.3.1.4. The FMM must inform all MAJCOMs/FOAs/DRUs and government agencies using affected T.O.s of intended action on emergency AF Forms 847 within 60 hours after receipt. If an AF Form 847 is disapproved or downgraded, the FMM must include justification for this action.

9.3.1.5. If any command has not received notification of the FMMs intended actions within 60 hours after their original message, they will take follow-up action within 12 hours.

**Table 9.1. Critical Safety Hazard Notice Message Routing.**

R U L E	A	B	C
	IF THE MESSAGE IS FROM:	AND IS ADDRESSED TO THE	AND THE INFO COPY IS SENT TO
1	Unit	MAJCOM	FMM
2	Safety Investigation Board	MAJCOM	FMM & HQ AFSC/SEF
3	MAJCOM	FMM or other MAJCOM	HQ AFSC/SEF and originating unit
4	FMM	MAJCOM	Other using MAJCOMs

**9.4. Safety Generated AF Form 847.** Safety generated AF Form 847 must originate from a formal safety investigation. This includes mishaps defined as Class A, Class B, Class C or Class D and events such as High Accident Potential (HAP) and Hazardous Air Traffic Reports (HATR).

9.4.1. Annotate the mishap event number in the unit identification portion of the AF Form 847 for all safety investigation generated AF Forms 847 and check “yes” under block 5. The accident number will be the primary means of identifying safety investigation generated AF Forms 847. The parent wing/group of the unit possessing the mishap aircraft is responsible for submitting the AF Form 847.

9.4.2. Forward all AF Forms 847 submitted as a result of a mishap investigation in accordance with [Attachment 2](#) and paragraph [9.3](#). Forward information copies to AFSC/SEF, 9700 G Ave SE, Kirkland AFB, NM 87117. Notify AFSC/SEF and the command having accident accountability of the final AF Form 847 disposition.

9.4.3. The FMM or using command(s) must justify any disapproved AF Form 847 submitted as a result of a safety investigation. Forward those comments to the command having accident accountability, AFSC/SEF and using commands.

## Chapter 10

### RECOMMENDING AIR FORCE PUBLICATION IMPROVEMENTS

**10.1. General .** Unless different guidance is provided the appropriate AF publication OPR, submit recommended changes and improvements to Air Force publications on AF Form 847 according to the procedures below and [Attachment 3](#). Submit emergency reports for conditions that require immediate correction to prevent fatality, serious injury to personnel, extensive damage to property or a reduction in operational posture. Submit routine reports for conditions that have negative effects on operational efficiency, to correct content errors or to recommend improved procedures or processes. Do not use the AF Form 847 to call attention to word omissions, typographical, printing or quality errors usually corrected during scheduled reviews unless they cause misinterpretation.

#### **10.2. Processing AF Forms 847.**

10.2.1. Submit and process all AF Forms 847 through MAJCOM channels as outlined in the MAJCOM supplement to this instruction in accordance with routing as outlined in [Attachment 2](#) (with the AF publication OPR defining the process at the FMM level in the Attachment) and in compliance with instructions in [Attachment 3](#). Units will submit AF Forms 847 electronically to the maximum extent possible. Submitting organizations, below MAJCOM level, should forward recommendations to the MAJCOM functional OPR for the publication. For example, if the publication deals with a 36-XXX series instruction, the MAJCOM OPR would be MAJCOM/DP. The submitting MAJCOM will forward approved recommendations to the appropriate OPR. The ultimate approval authority for Air Force publications is the OPR as listed on the front page of the publication.

10.2.2. The submitting MAJCOM will forward information copies of AF Forms 847 to all other MAJCOMs that utilize the AF publication. Using MAJCOMs will forward comments on AF Forms 847 suggestions to the OPR for the publication.

10.2.3. Authority for disapproving an AF Form 847 rests with the submitting MAJCOM and the OPR for the publication. All disapproved recommendations will be returned to the submitting MAJCOM with justification annotated on the AF Form 847 stating the reason for the disapproval.

10.2.4. The OPR for the publication will notify the submitting MAJCOM as to the final disposition of the recommendation.

## Chapter 11

### LOCAL FLIGHT MANUAL PROGRAM PROCEDURES

**11.1. General.** Units may generate a supplement to this instruction to facilitate implementation of the FMP. This supplement will be distributed to MAJCOM/NAF OPRs, as applicable. This supplement should not duplicate and will not be less restrictive than the provision of this or any other publication without prior authorization from the appropriate MAJCOM/NAF OPR. Specific items should include, but need not be limited to those specified in paragraph 8.2.

**11.2. Local Operating Procedures.** The purpose of the unit local FMP procedures supplement is to document specific local procedures. Post the units supplement behind the basic volume. If requirements of this supplement are incorporated in another base instruction, a single page supplement will be used either referencing the base instruction, or as a cover for the either instruction inserted, as appropriate.

**11.3. Form Prescribed .** Use AF Form 847 to recommend improvements to FMP T.O.s. When other instructions require, use this form to make recommended changes. These publications have specific processing instructions in them. If an AF Form 847 contains classified data, mark it according to guidance in DoD 5200.IR or AFI 31-401.

ROBERT H. FOGLESONG, Lt General, USAF  
DCS/Air & Space Operations

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 10-9, *Lead Operating Command Weapon System Management*

AFPD 11-2, *Aircraft Rules and Procedures*

AFI 11-202, Volume 1, *Aircrew Training*

AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program*

AFI 11-202, Volume 3, *General Flight Rules*

AFI 11-215, *Flight Manuals Program*

AFPD 21-3, *Technical Orders*

T.O. 00-5-1, *AF Technical Order System*

T.O. 00-5-2, *Technical Order Distribution System*

T.O. 00-5-3, *Technical Manual Acquisition Procedures*

T.O. 00-5-15, *Air Force Time Compliance Technical Order System*

T.O. 00-5-19, *Security Assistance Technical Order Program*

MIL-HDBK-1221, *DoD Handbook for Evaluation of Commercial Off-The Shelf (COTS) Manuals*

MIL-PRF-7700F, *Performance Specification, Flight Manuals and Abbreviated Checklists*

***Abbreviations and Acronyms***

**AFMC**—Air Force Material Command

**ALC**—Air Logistics Center

**ANG**—Air National Guard

**CAFTOP**—Comprehensive Air Force Technical Order Plan

**COTS**—Commercial Off-The Shelf

**CTOM**—Centralized Technical Order Management

**DAPS**—Defense Automated Printing Service

**DoD**—Department of Defense

**DSN**—Defense Switched Network

**DMS**—Defense Messaging System

**DRU**—Direct Reporting Unit

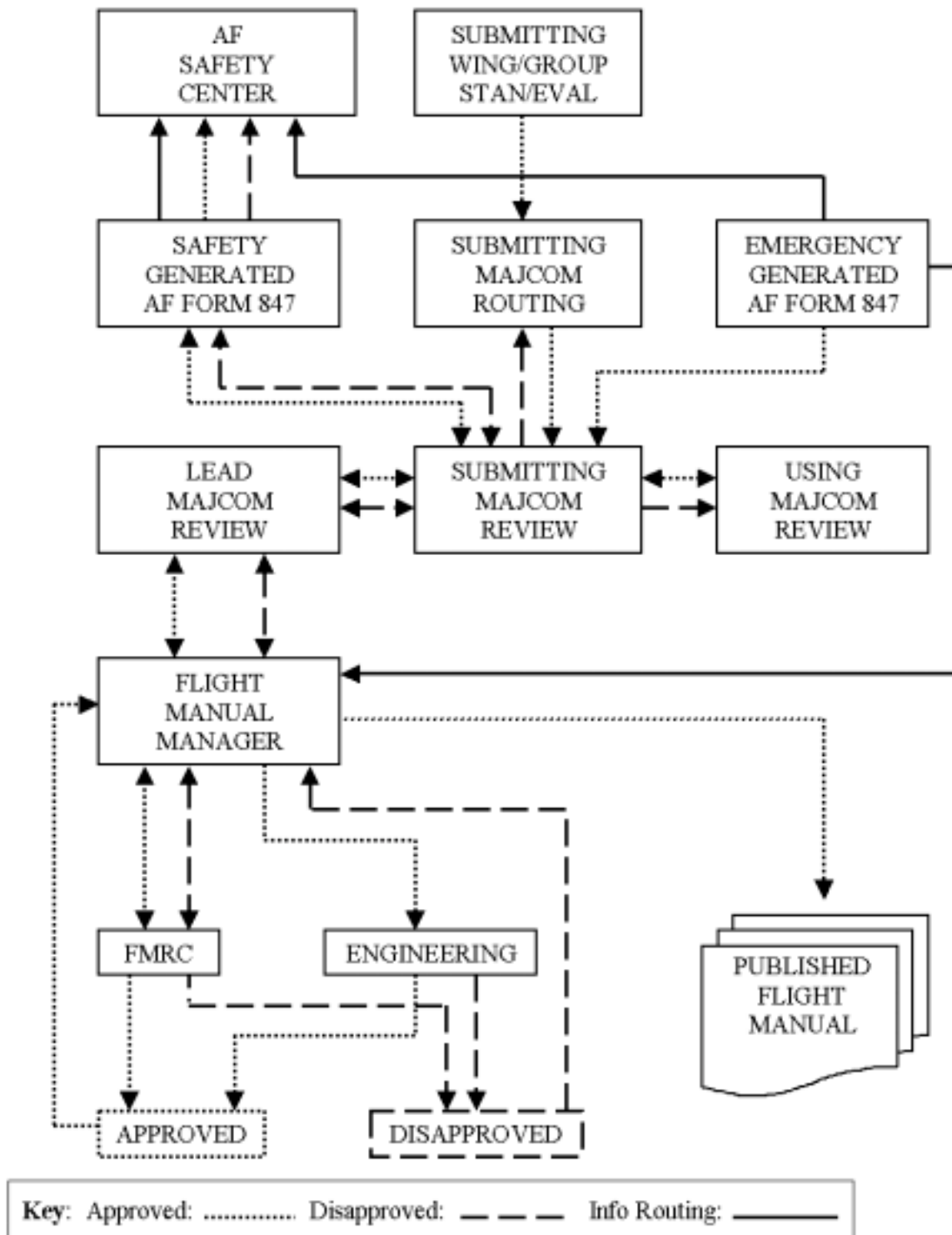
**FAA**—Federal Aviation Administration



**FAR**—Federal Acquisition Regulation  
**FMESG**—Flight Manuals Executive Steering Group  
**FMM**—Flight Manual Manager  
**FMP**—Flight Manual Program  
**FMPM**—Flight Manual Program Manager  
**FMRC**—Flight Manual Review Conference  
**FOA**—Field Operating Agency  
**FTORB**—Flight Tech Order Review Board  
**GPO**—Government Printing Office  
**HAP**—High Accident Potential  
**HATR**—Hazardous Air Traffic Report  
**HDBK**—Handbook  
**ID**—Initial Distribution  
**IPR**—In Process Review  
**IWSM**—Integrated Weapon System Management  
**MAJCOM**—Major Command  
**MDS**—Mission Design Series  
**MIL**—Military  
**OPR**—Office of Primary Responsibility  
**SIB**—Safety Investigation Board  
**SM**—Single Manager  
**SPD**—System Program Director  
**PC**—Product Center  
**PCR**—Publication Change Request  
**PED**—Personal Electronic Device  
**PFMD**—Personal Flight Manual Device  
**PRF**—Performance  
**QA**—Quality Assurance  
**TCTO**—Time Compliance Technical Order  
**T.O.**—Technical Order  
**TOM**—Technical Order Manager  
**TOMA**—Technical Order Management Agency

## Attachment 2

## AF FORM 847 ROUTING PROCESS



**Attachment 3****INSTRUCTIONS FOR COMPLETING AF FORM 847**

Block 1	Self-explanatory.
Block 2	Control number of the submitting group or wing. If there is no group or wing Stan/Eval function, then use the submitting organizational control number. For safety investigation generated AF Forms 847, annotate the mishap event number.
Block 3	Reserved for submitting MAJCOM control number.
Block 4	Publication or technical order number.
Block 5	Indicate if this is an Emergency or Safety Incident generated AF Form 847 (as defined in <b>Chapter 9</b> ).
Block 6	Full name of the publication or technical order.
Block 7	Date of the basic publication or technical order.
Block 8	Date of the latest change or revision.
Block 9	Page number of the text or figure which the recommendation is based on.
Block 10	The major or sub paragraph title or number or figure number of the recommended change.
Block 11	If the recommendation is a checklist, annotate the item or step number within the checklist.
Block 12	If the recommendation is an AFI, then list the organizational OPR (located on the first page of the document).
Block 13	Annotate this block if any supporting documents are attached. If supporting documents are attached they must be clearly legible and indicate what is incorrect or missing.
Block 14	If the recommendation affects more than one series of aircraft in an MDS (i.e., it affects all F-16 aircraft), then mark the "YES" block. If it is unique to only one series (i.e., only the F-16CJ or C-130J), then mark "NO." If unsure, leave the block blank and either the lead MAJCOM or the FMM will determine applicability.
Block 15	List the areas of text (or figure) where changes are proposed.
Block 16	List what the text (or figure) should read.
Block 17	Fully explain and justify the rationale as to why the text or figure should be changed. The submitting individual must complete all the identification blocks at the bottom of the page.
Block 18	List the name and rank of the originator.
Block 19	Signature of originator.
Block 20	List organization of originator.
Block 21	List the DSN (or commercial) voice and FAX numbers of originator.

- Block 22 List the full mailing address of the originator.
- Block 23 List the e-mail address of originator.
- Reverse There are four levels (and sections) of review and coordination. Each level of review is allocated a Section on the backside of AF Form 847.
- Section 1: The first level is the submitting organization group/wing (or detachment) Stan/Eval function. Indicate whom the form will be forwarded to (i.e., NAF or MAJCOM). Annotate the appropriate level of concurrence. If you agree with the intent, but not the wording, then mark "CONCUR WITH INTENT" and annotate the recommended wording in the remarks section.
- Section 2: The second level of review is reserved for NAF. They comply with the same instruction as outlined above. If there is no NAF function then the second section is left blank.
- Section 3: The third level of review is reserved for MAJCOM use. MAJCOMs will assign their control number (i.e., AETC 01-130) in block 3 on the front side of the form. If the submitting MAJCOM is lead command, then they annotate their command in the "LEAD MAJCOM" block and forward copies to using commands of that MDS. If the submitting MAJCOM is not lead, they annotate who is lead and forward the original and information copies to the lead and using commands. Any AF Form 847 submitted by a using command and disapproved by the lead command will automatically be forwarded to the FMRC for final resolution. Lead MAJCOM forwards all coordinated AF Forms 847 to the FMM
- Section 4: The final level of review is reserved for the FMM or if the recommendation is for an instruction, the action officer responsible for the instruction. For flight manuals, if the using commands have concurred with the recommendation, the FMM will indicate "CONCUR" (unless further engineering is required) and hold the recommendation for incorporation into the next change (or revision). If the FMM determines the recommendation cannot be accepted in its present form but still has merit the FMM will indicate "CONCUR WITH INTENT" and hold the recommendation for the next FMRC. The FMRC will be the final resolution authority for disputed recommendations. If the recommendation requires additional review (i.e., engineering), the FMM will forward the form to the appropriate office and mark that block. The FMM (or final approval authority) must notify the submitting MAJCOM as to the final status and disposition of the recommendation.

Notes:

1. If an AF Form 847 is initiated at or above the wing/group level review and coordination documentation will begin in Section for the next approving level. Blocks in unused lower levels will be left blank. An AF Form 847 originating from an intermediate level of review (i.e., the NAF level) will complete Section 2 and forward to the next level.
2. Recommendations submitted as emergency or as a result of a safety investigation will follow the procedures outlined in [Chapter 9](#).

## Attachment 4

**FMP PUBLICATION CHANGE PRODUCTION SCHEDULE**

Below is the schedule for developing and producing routine publication changes. The schedule for emergency or urgent changes, distributed by message, is detailed in [Chapter 9](#). These schedules ensure FMP publications are updated in a timely and accurate manner.

**Table A4.1. Schedule for Developing and Producing Routine Publication Changes.**

<b>Pre-Production Phase</b>	<b>Production Phase</b>	<b>Reproduction Phase</b>	<b>Initial Distribution (ID)</b>
As Required	75 calendar days for change 105 calendar days for revision	45 Days	Date change or revision is mailed from printer or warehouse to the field
Begins: - 60 days after FMM announces the update - 30 days after end of FMRC - Delivery of Preliminary Technical Order	1. Begins at end of Pre-Production Phase 2. FMM submits Publication Change Request (PCR) to TOMA or contractor. - This phase allows: - 60 days for editing (90 days for revision) - 10 days for prepublication review - 5 days for print package preparation	1. Begins at end of Production Phase 2. GPO/DAPS forwards the reproduction media to a printing contractor 3. Includes provisions for pre-ID quality inspection	1. Begins at end of Reproduction Phase 2. Includes acquisition of labels 3. Changes distributed to the field NLT than 120 calendar days after beginning of Production Phase 4. Revision distributed to the field NLT than 150 calendar days after beginning of Production Phase

**NOTE:** These times are for planning purposes only. Extension will be coordinated with lead and affected MAJCOM(s).